

POSITION DESCRIPTION**NR-3****Town of Needham****Assistant to Planning Director****1/99*****Duties:***

Under the direction of the Planning Director, provide professional staff support to the Planning Director and perform administrative duties related to permitting and associated public hearings; preparation of the Planning Board's biweekly agenda and supporting materials; preparation of maps and graphic materials for planning studies and grant applications; preparation for annual and special Town Meetings; compilation, production and distribution of the Town's Zoning By-Law; and management of part-time office staff, including customer service.

Provide professional staff assistance to the Planning Director in the department's administrative, professional, and supervisory functions. Assist the Planning Director in administering the Planning Board's permit activities and related public hearings for all Preliminary and Definitive Subdivision Plans, Site Plans, Residential Compounds, Planned Residential Developments, and Scenic Road applications. Assist petitioner's with applications and procedures. Coordinate plan review with all affected Town departments. Research permitting questions and problems to a resolution. Assist in the preparation of draft decisions for all special permits, subdivisions, and scenic roads applications. Maintain a computerized permit tracking database for the department.

Administer and monitor performance bonding for all subdivisions, special permits, and scenic road projects. Perform routine compilation of data for official statements on project bonding status.

Assist in the preparation of grant applications and the undertaking of planning studies, including the preparation of maps and graphic materials and the collection of data, as needed.

Oversee preparation of Planning Board's agenda and compilation of information and background packets. Coordinate the provision of secretarial support to committees of the Board.

Provide senior level assistance to internal and external customers of the Town, including members of the public, staff of the Town, board and committee members. Greet visitors, answer phone, explain office procedures, refer callers to appropriate area based on broad familiarity with all department operations within the Town, respond to questions and work with town staff and department managers to resolve questions and issues.

Develop, recommend, and implement new office systems to improve the efficiency of the Planning Board's office operation, with a primary focus on automated systems.

Assist with the preparation of the annual budget; oversee the bookkeeping operations of the department, including accounts receivable and accounts payable functions, recording daily receipts and preparing weekly deposits.

Responsible for overseeing preparations for the annual reprinting of the Town's Zoning By-Law, including compilation, production, and distribution.

Responsible for maintaining a computerized database of permit applications and records, land use records, zoning records, census data, and economic data.

Perform other duties as required.

Basic Knowledge:

Duties require knowledge of legal and statutory requirements in specialized field of planning, zoning, town meeting, or a related field, equivalent to a bachelors degree in business or public administration.

Experience:

Duties require three to five years of municipal or related experience. Effective communication skills, especially writing skills, are essential. Knowledge of state and federal grant regulations and procedures, and state zoning and subdivision acts is helpful. Experience with design or construction review or management, as well as computer skills, is a plus.

Independent Action:

Incumbent functions independently under general supervision, developing work schedule and setting priorities, referring complex or policy issues to Planning Director.

Supervisory Responsibility:

Responsible for the supervision of one part-time recording secretary.

Physical and Environmental Responsibility:

- Normal office environment, not subject to extremes in temperature, noise, or odors.
- Regular interruptions to assist citizens.
- May spend extended periods at computer terminal, on telephone, or operating office machines.
- Regular lifting and carrying of files, documents, records, etc.

